



Anfield Road Primary School **Job Person Specification**



Person Specification: Site Manager

Responsible to: School Business Manager

Note to Applicants - The following outlines the qualifications, experience, skills and attributes required for the role. The **Essential** column shows minimum requirements; **Desirable** attributes may distinguish between applicants.

Applicants should address these within application forms.

Key to Assessment Methods

- **A** = Application
- **I** = Interview
- **R** = Reference
- **C** = Certificate

Criteria	COMPETENCIES	Method	Essential	Desirable
Experience	• Key holder responsibility • Site Security • Caretaking • Undertaking a broad range of DIY tasks and projects • Utilising a broad range of DIY Equipment	A ,I		
Knowledge	• A good understanding of Health and Safety at Work • Understanding of security procedures • Understanding of cleaning standards. • How to use DIY and Gardening Equipment	A ,I		
Skills/Abilities	• To be able to work alone • To be able to act as a representative of the school • To resolve routine problems using own initiative • To be able to identify areas of improvement and implement effective changes • To communicate effectively to all staff	A ,I		
Safeguarding	• Anfield Road Primary School is committed to safeguarding and promoting the welfare of children and young persons at all times. • The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the School's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS)	A ,I		

Qualifications/Experience	Method	Essential	Desirable
Technical competency (qualifications/training)	A, R		✓
English & Maths GCSE Grade C or equivalent	A		✓
NEBOSH/IOSH or relevant H&S qualification	A		✓
Building services/mechanical/electrical qualification (HND or equivalent)	A		✓
Facilities Management qualification (BIFM)	A		✓
Wide range of facilities management experience including supervising contractors	A, I, R	✓	
Experience of performance management and target setting	A, I		✓
Full working knowledge of policies, legislation and H&S procedures	A, I	✓	
Experience in education sector	A, R		✓
Administrative experience	A, I		✓
Experience planning and managing facilities projects	A		✓
Full valid driving licence	A	✓	

2. Skills and Attributes	Method	Essential	Desirable
Accurate record keeping (paper/electronic)	A, I	✓	
Excellent interpersonal skills	A, I	✓	
Strong organisational and multitasking ability	A, I	✓	
Competent in Microsoft Office	A	✓	
Excellent written and verbal communication	A, I	✓	
Ability to manage changing priorities	A, I	✓	
Budget management and cost control	A, I		✓
Ability to undertake physical aspects of the role	I	✓	
Knowledge of manual handling procedures	A	✓	
Willingness to gain COSHH awareness	A, I	✓	

3. Personal Attributes/skills	Method	Essential	Desirable
Calm under pressure	A, I, R	✓	
Positive and flexible approach	A, I	✓	
Highly organised and methodical	A, I	✓	
Personable, approachable and courteous	I	✓	
Energy, enthusiasm and resilience	I	✓	
Customer-focused	I	✓	
Ability to build positive relationships	I	✓	
High integrity, dedication and commitment	I, R	✓	
Commitment to service improvement	A, I	✓	
Commitment to self-development	I	✓	

4. Other Requirements	Method	Essential	Desirable
Willingness to obtain Enhanced DBS	A	✓	
Commitment to Safeguarding	A, R	✓	
Commitment to Equality & Diversity	A	✓	
Commitment to Environmental responsibility	I	✓	
Commitment to personal development	I	✓	

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